



**DEPARTMENT OF THE ARMY
HHC, U.S. ARMY GARRISON – FRANCONIA
UNIT 26622
APO AE 09244**

IMEU-WUZ-HH

25 July 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #8 – Company Sponsorship Program

1. Reference: USAREUR Regulation 600-8-8, 1 June 2005
2. The first impression of a unit or organization is important and has a lasting effect. Our newly arrived Soldiers must be shown that HHC, USAG – Franconia cares about them and the well-being of their family in order to create a sense of cohesiveness that contributes to our unit's mission.
3. A unit sponsorship program manager will be appointed on written orders to coordinate and monitor sponsorship in the unit. The Program Manager must receive sponsorship leader training from ACS.
4. 1SG will identify an individual to act as the Soldier's sponsor.
 - a. The sponsor will be appointed on written orders within 10 calendar days after unit receipt of DA Form 5434 or identification of pending arrival.
 - b. When possible, the sponsor will be in a grade equal to or higher than the incoming Soldier of the same gender, marital status, and military career field or occupational series, and familiar with the unit or activity and community.
 - c. Only those individuals who can represent the gaining unit or activity in a positive manner will be selected as sponsors.
5. Section Sponsors will:
 - a. Make themselves available to assist newcomers and their families during in-processing and thereafter on a decreasing scale based upon the newcomer's ability to function independently in the community.
 - b. Make every effort to contact the newcomer by telephone, email, or fax (if known) within 72 hours of appointment. Use of military resources may be authorized by the commander or supervisor.
 - c. Receive training from ACS, Unit Sponsorship Program Manager, or online before performing sponsorship duties.
 - d. Write and mail a welcome letter within 10 days of being appointed as a sponsor. Answer all correspondence promptly, researching and answering the newcomer's questions.

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- e. Make temporary housing arrangements with local military guesthouse.
 - f. Personally greet the newcomer and family upon arrival. The preferred greeting place is at the community Central Processing Facility with the newcomer and family arriving on the sponsorship bus from Frankfurt.
 - g. Provide transportation to temporary lodging if required. The Commander or the First Sergeant may authorize use of a NTV for this purpose.
 - h. Arrange for first meal(s) at new duty station.
 - i. Escort Soldier to in-processing (if taking bus to Larson Barracks, escort to bus stop and provide instructions on the bus stop locations and schedule.)
 - j. Escort Soldier to locations on the in-processing checklist.
 - k. Acquaint the newcomer and family with facilities (schools, hospital, child care, commissary, PX, ACS, banking facilities, thrift shop, vehicle registration, drivers testing, spousal employment, etc.)
 - l. Acquaint newcomer with available transportation (e.g. shuttle bus.)
 - m. Orient the newcomer to unit and mission.
 - n. Assist newcomer in finding adequate housing.
 - o. Assist newcomer in registration of POV and obtaining driver's license.
6. Reactionary Sponsorship. A reactionary sponsor will be appointed for all Soldiers between the ranks of private to major who arrive at the installation without an assigned sponsor. The duties of a reactionary sponsor are the same as a regular sponsor beginning with the arrival and greeting of the newcomer.
7. The commander will ensure families are integrated into the unit and community through use of the Family Readiness Group and other community resources.

DARRELL J. OTTO
CPT, SC
Commanding

DISTRIBUTION:

- 1- Each Section
- 1- Bulletin Board
- 1- Unit File